

VIRGINIA NATIONAL GUARD
TECHNICIAN EMPLOYMENT OPPORTUNITY ANNOUNCEMENT NUMBER 06-54

POSITION TITLE/NUMBER: Budget Analyst, 06-54, (PD Number 500000000)

GRADE/PAY: GS-0560-09 \$43,577.00 - \$56,655.00 per annum

OPENING DATE: 5 May 2006

CLOSING DATE: 8 June 2006 (1700 hrs)

DUTY LOCATION: 192nd FW, Sandston, VA

EMPLOYMENT STATUS: Excepted Service Male/Female Enlisted Personnel

WHO CAN APPLY:

GROUP I - All qualified Enlisted Personnel currently employed (permanent) in the Virginia Air National Guard Military Technician Program

GROUP II - All qualified Virginia Army and Air Enlisted Personnel, regardless of employment status (Traditional, Military Technician or AGR). To be considered as a Group II applicant, proof of enlistment in the Virginia National Guard must be attached if the enlistment occurred within 60 days prior to or during the advertisement period.

GROUP III - Individuals eligible for military membership in the Virginia National Guard.

MILITARY ASSIGNMENT: This position is supervised by a MAJ/O4. Grade inversion will not be authorized. Compatible AFSC: 6FXXX

POINT OF CONTACT: MAJ David A. Schlagel, (804) 236-6592

SELECTING OFFICIAL: COL Pearsall, 192nd FW Air Commander

QUALIFICATION REQUIREMENTS:

GENERAL: Experience in administrative, professional, technical, or other responsible work that demonstrates knowledge of management principles and practices. The applicant must have the ability to analyze problems and draw logical conclusions and to communicate effectively with others.

SPECIALIZED: Must have twenty-four (24) months of experience which equipped the applicant with the following specialized experience to successfully perform the duties of the position, such as: experience processing requests for allotments of funds to assure that they conform to regulations; experience in planning and scheduling work; experience in monitoring and tracking of obligations and expenditures; experience in the transferring of funds between accounts; experience in preparing data summaries and tabulating cost data for reports on budget execution.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS: Applicants should prepare statements addressing all KSAs listed below. Explain any civilian/military work experience that supports each KSA. **The KSA's are NOT used for basic qualification.** KSA's may be used as a factor in evaluating candidates at the election of the Selecting Official/Interviewing Official.

1. Knowledge of Department of the Air National Guard laws, regulations, policies, procedures and precedents that pertain to the budget analyst function.
2. Ability to work effectively under pressure of tight time frames and rigid deadlines.
3. Knowledge of and skill in applying the principles, practices, and methods of budget execution.
4. Knowledge of budgeting and financial relationships with workloads of organizational components.
5. Ability to collect and compile data for inclusion in routine and special reports.

SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE: A maximum of 12 months of the required experience may be substituted by successful completion of undergraduate study in an accredited college or university at the rate of 30 semester hours for 12 months of experience. The education must have been in fields directly related to the type of work of the position. Applicants must submit transcripts, diplomas or other forms of completion certificates to provide verification of related courses.

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DUTIES AND RESPONSIBILITIES - POSITION DESCRIPTION 5000000: Formulates and reviews the annual DLR O&M Budget for the flying and supported units insuring obligation authority is not exceeded and that budget adjustments are properly staffed to NGB. Reviews and insures preparation of inter-fund bills within accounts control. Coordinates with the senior Budget Analyst, prepares guidelines and instructions for the yearly call to develop the budget, midyear review and fiscal year budget closeout. Performs an in-depth, rigorous analysis of budget requests by employing trend and cost-benefit analysis, program trade-offs and exploring alternative methods of funding. Serves as the key coordination point for the Maintenance Division Budget Analyst (Resource Advisor), whose responsibility centers perform equipment maintenance. Formulates deployment and exercise budget estimates upon receipt of deployed force composition by DLR O&M versus Military Personnel funds. Conducts initial and recurring training of Resource Managers and Resource Advisors on DLR procedures, to include accounting and finance management products, budgeting techniques, procedures for monitoring the O&M budget and cash flow, concept of operation, DLR Stock Fund inclusions and exclusions within the resource Management Training Program.

APPLICATION PROCEDURES: INTERESTED APPLICANTS MAY APPLY BY SUBMITTING A RESUME, THE OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT (OF 612), OR THE SF 171, AND KSAs TO: THE ADJUTANT GENERAL OF VIRGINIA, ATTN: VAHR-P, BUILDING 316, FORT PICKETT, BLACKSTONE, VIRGINIA 23824-6316 BY THE CLOSING DATE SPECIFIED ON THE ANNOUNCEMENT. APPLICANTS MAY ALSO EMAIL APPLICATIONS TO vaguardtechjobs@va.ngb.army.mil or fax to (434) 298-6381. APPLICATIONS RECEIVED AFTER THE CLOSING DATE WILL NOT BE CONSIDERED. THE FOLLOWING DOCUMENTS ARE NOT ACCEPTABLE AS ATTACHMENTS TO APPLICATIONS: PHOTOGRAPHS, COPIES OF POSITION DESCRIPTIONS, PERFORMANCE RATINGS (CIVILIAN OR MILITARY), AWARDS OR LETTERS OF APPRECIATION.

CONSIDERATION FOR THIS POSITION WILL BE WITHOUT REGARD TO SEX, AGE, OR HANDICAP (EXCEPT WHERE REQUIRED BY MILITARY REGULATIONS), RACE, COLOR, NATIONAL ORIGIN, RELIGION, LAWFUL POLITICAL AFFILIATION, OR MEMBERSHIP/NONMEMBERSHIP IN AN EMPLOYEE ORGANIZATION...RELOCATION EXPENSES WILL NOT BE PAID...SELECTEE REQUIRED TO PARTICIPATE IN DIRECT DEPOSIT/ ELECTRONIC FUND TRANSFER.

A complete listing of all current Virginia National Guard Technician Employment Opportunity Announcements is available at <http://www.varich.ang.af.mil/hro/jobs/jobs.htm>. Nationwide vacancy announcements are available at <http://www.negard.com/jobs/Docs/statepoc.htm>.

TPVA 06-54

DAVID A. ARCHER
COL, AD, VaARNG
Human Resource Officer